



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY RESOURCES AND PROGRAMS AGENCY
120 ARMY PENTAGON
WASHINGTON DC 20310-0120

**HUMAN RESOURCES
MANAGEMENT DIRECTORATE**

JDRP-HRMD-MPSC

11 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MILPER Policy Memorandum 00-4, In-Processing Procedures

1. Purpose. This memorandum provides guidance and procedures for in-processing permanent party Soldiers.
2. In accordance with Department of the Army Regulation 600-8-101, Chapter 2, incoming personnel normally report to a designated replacement activity. Here at the Pentagon, all personnel must report directly to their agency.
3. Upon arrival of the Soldier, the following steps must be completed by the responsible agency.
 - a. The incoming Soldier will report to the agency directed by appropriate order.
 - b. The gaining agency will sign the Soldier in and terminate leave status on DA Form 31.
 - c. The agency will schedule any mandatory appointments, to include finances, security, etc., for the Soldier.
 - d. The agency will issue the DA Form 5123-1-R (Personnel In-processing record) (or a similar agency generated form) that conforms to the requirements in AR 600-8-101. The Incoming Soldier will then proceed to the Customer Service Division (CSD) within 1 working day for inprocessing.
 - e. The Soldier will arrive at the CSD with Military Personnel Record (MPRJ), appropriate orders, and a memorandum citing the paragraph and line number that the Soldier will be assigned against. This memorandum is the document of record for updating the Enlisted Record Brief, Officer Record Brief, and Unit Manning Report (ERB/ORB/UMR). If the Soldier does not have a current duty memorandum we will try to contact the Soldier's agency and request one to be faxed to the CSD.

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f. The CSD will review or prepare a new DD Form 93, (Record of Emergency Data) and SGLV 8286 (Service members Group Life Insurance Election and Certificate) before Soldier departs the CSD. The CSD will complete arrival transaction within 24 hours and forward the MPRJ to the Records Division, Military Personnel Service Center (MPSC) within 72 hours.

4. This memorandum supersedes MILPER Policy Memorandum 00-4, dated 23 March 2004.

5. The proponent for this policy memorandum is the Customer Service Division, Military Personnel Services Center, 703-602-0486.



D. J. LOGAN, JR.

Chief, Military Personnel Division

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